

Air Force Job Qualification Standard (AFJQS)

Dorm Manager

1. The purpose of this AFJQS is to identify the minimum duties and tasks required for the Reporting Identifier 9D000, Dorm Manager. It will remain in effect until superseded or rescinded. This AFJQS will be filed in the AF Form 623, *On-the-Job Training Record*, or electronic equivalent.
2. The Dorm Management web based training course trains individuals to the proficiency code key (PCK) level indicated under the "Formal Training" column. The Dorm Manager trainer will then complete OJT to the PCK level indicated. Trainers are qualified on the task to be trained and are in the grade of SSgt and above.
3. Document this JQS in accordance with AFI 36-2201, Volume 3, *On the Job Training Administration*. Use pencil when documenting paper based JQS.
 - a. All Personnel authorized to sign off tasks (trainee, trainer, and supervisor, as a minimum) in the JQS must be listed on the identification block. Dorm Managers are trained and qualified to the "Go" level. "Go" means the individual can perform the task without assistance and meets local demands for accuracy, timeliness, and correct use of procedure. (**Note:** "Go" level equates to 3c in the proficiency code key).
 - b. Upon assignment, the supervisor identifies duty position requirements of the Dorm Manager by circling the paragraph number or letter of each task statement. As the Dorm Manager begins training on each task, enter a start date (day, month, year). Upon completion of training, enter a completion date (day, month, year), and the trainee and trainers initials.
 - c. If the trainee is assigned an additional duty or task not in the JQS, the supervisor will develop an AF 797 *Job Qualification Standard Continuation/Command JQS*. The supervisor/trainer will then develop a plan for the Dorm Manager to receive training and become duty position qualified.
 - d. Transcribing documentation to a new JQS is an administrative function, not a re-evaluation of training. Upon publication of a new JQS, use the following procedures to transcribe:
 - (1) For tasks previously certified and required in the current duty position, circle the subparagraph number next to the task

statement and enter in the current date in the completion column. Trainee initials in the trainee column and the current task certifier or supervisor/trainer initials in the trainer column.

- (2) For tasks previously certified but not required in the current duty position, transcribe only the previous certification date. Tasks are not circled or initialed.
- (3) Annotate on AF Form 623a that the record was transcribed (i.e., "I certify the information contained in the JQS dated X was transcribed to the JQS dated XX, and then trainee was given the superceded JQS." Signed, dated, supervisor and trainee).

//SIGNED//
Gerald R. Murray, CMSAF, USAF

This block is for identification purposes only.		
Name of Trainee		
Printed Name (Last, First, Middle)	Initials (Written)	SSAN
Printed Names and Written Initials of Training and Certifying Officials		
N/I	N/I	
N/I	N/I	
N/I	N/I	

Qualitative Requirements

<u>PROFICIENCY CODE KEY</u>		
	SCALE VALUE	DEFINITION: The individual
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)
	2	Can do most parts of the task. Needs only help on hardest parts. (PARTIALLY PROFICIENT)
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)
* TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)
	b	Can determine step-by-step procedures for doing the task. (PROCEDURES)
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)
** SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)
EXPLANATIONS		
<p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.</p>		

9D000 Job Qualification Standard (JQS)							
1. Task Knowledge and Technical References	2. Proficiency Codes Used to Indicate Training Information		3. Certification for OJT				
	A	B	A	B	C	D	E
	web training	OJT	Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials
1.TRAIN UNACCOMPANIED HOUSING (UH) MANAGERS AFI 32-6005							
1.1 Complete Dormitory Mgmt web-based training	c						
1.2 ACES-HM training	c						
2.LEADERSHIP RESPONSIBILITIES							
2.1 Mediates disputes among residents Ref: AFI 32-6005, Para A2.5.22	B						
2.2 Participate on and advises dorm councils Ref: AFI 32-6005, Para A2.5.23	B						
2.3 Mentoring residents on Air Force policies Ref: AFI 32-6005, Para A2.5.27 and AFI 36-3401	B						
2.4 Provides input on Dorm Recognition Program Ref. AFI 32-6005, Para A2.5.28	B						
3. POLICY							
3.1 Recommends base policies for dormitories Ref: AFI 32-6005, Para 1.2.8	B						
3.2 Reports on Unit Integrity Ref: AFI 32-6005, Para. 2.2	B						
3.3 Recommends reallocation of personnel occupancy standards Ref: AFI 32-6005, Para. 2.2	B						
3.4 Establish dormitory standard operating practices (Dorm Rules) Ref: AFI 32-6005, Para. 2.5.18	b						

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4. ELIGIBILITY, ASSIGNMENTS AND TERMINATION OF UH ROOMS							
4.1 Maintain and issue linens. Ref: AFI 32-6005, 1.2.9.4.	b						
4.2 Manages hospitality, first sergeant, chief rooms Ref: AFI 32-6005, Para.1.2.8.8, 2.3 and 3.4	B						
4.3 Brief occupants on UH Brochure Ref: AFI 32-6005, Para A2.6.6	B						
4.4 Determine eligibility, assigns and terminates personnel in UH Ref: AFI 32-6005, Chapter 3	b						
4.5 Completes Quarters Condition Inspection Report and conducts room inspection with the occupants upon assignment and termination to validate the condition of room and furnishings. Ref: AFI 32-6005, Para.3.4.8	b						
4.6 Maintains AF Form 228, Furnishing Custody Receipt Condition Report Ref: AFI 32-6005, Para. 3.4.8	b						
4.7 Manage waiting lists Ref: AFI 32-6005, Para. 4.1.1 and 3.4.1	B						
4.8 Assists member in processing hardship requests Ref: AFI 32-6005, Para.4.1.2.4	b						
5. FACILITY MANAGEMENT							

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5.1 Establish facility fire prevention and safety programs Ref: AFI 32-2001	B						
5.2 Provides inputs for and participates on the Quarters Improvement Committee (QIC) Ref: AFI 32-6005, Para. 1.2.3.11	B						
5.3 Provides dormitory furnishings requirements for the Quarters Improvement Plan (QIP) Ref: AFI 32-6005, Para. 1.2.3.11	B						
5.4 Coordinates self-help projects Ref: AFI 32-6005, Para. 1.2.3.12	b						
5.5 Establish and maintain local cleaning standards for out processing inspection. Ref: AFI 32-6005, Para. 1.2.3.16	b						
5.6 Maintain administrative files Ref: AFI 32-6005, 1.2.8	b						
5.7 Identify individual rooms and public area safety and health hazards Ref: AFI 32-6005, Para. 1.2.6.3	b						
5.8 Identify and monitor contract requirements Ref: AFI 32-6005, Para. 1.2.8.9	b						
5.9 Submits and tracks work order requests Ref: AFI 32-6005, Para. 1.2.8.9	b						
5.10 Maintains and acts as facility manager for unit dormitories Ref: AFI 32-6005, Para. 1.2.8.9 and AFI 32-1001	b						
5.11 Schedules, briefs and supervises bay orderlies Ref: AFI 32-6005, Para. A 2.5.21	b						
5.12 Assign and supervise Bay Chief's Ref: AFI 32-6005, Para. A 2.5.21	b						

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6. FINANCIAL MATTERS							
6.1 Budget for, purchase and control UH supplies. Ref: AFI 32-6005, Para. 1.2.8.7.	B						
6.2 Confirm BAH certification Ref: AFI 32-6005, Para. 1.2.8.10	B						
6.3 Conduct annual assessment of furniture and appliances Ref: AFI 32-6005, Para. 1.2.8.11	b						
6.4 Ensures damages beyond fair wear and tear created by occupants are identified and reported. Ref: AFI 32-6005, Para 2.8	B						
6.5 Process housing allowances Ref: AFI 32-6005, Para 4.1	b						
6.6 Authorizes drayage/storage of household goods Ref: AFI 32-6005, Para 4.11	B						
6.7 Assist occupants with cable TV and telephone reconnection reimbursements Ref: AFI 32-6005, Para 4.12	b						
7. REPORTING REQUIREMENTS							
7.1 Provide occupancy data to prepare UH Quarterly Metric Ref: AFI 32-6005, Para 2.2.1	b						
7.2 Maintain data on members living off base with or without housing allowances. Ref: AFI 2-6005, Para. 1.2.7.13.	b						
7.3 Maintain ACES-HM database Ref: AFI 32-6005, Chapter 1.2.8.14	b						